

Job Description

Position Title	Early Childhood Family Education Coordinator		
Building	Lincoln Junior High School / Early Childhood Learning Center	Department	Early Childhood Family Education
Hours	Salaried	Supervisor	Superintendent of Schools
Band and Grade	C-51	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, copy machine

Primary Function	Under general direction, oversees the Early Childhood Family Education program including recruiting, hiring and evaluating personnel, promoting the program, handling public relations, scheduling classes, and coordinating events. Incumbent also instructs classes.
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Essential Duties	
1	Develops and implements programs, policies, and procedures including determining class scheduling; determining curriculum; coordinating special events; preparing local and state reports; recruiting, making hiring/firing recommendations to the school board, and evaluating staff; evaluates the program and implements improvements.
2	Acts as a liaison to the community and other programs by working with the advisory committee, giving presentations to the general public, writing grants, answering questions and handling complaints. Represents the Early Childhood Family Education program at events, conferences and meetings.
3	Recruits, trains, and utilizes a program advisory committee, as required in statute, consisting of a majority of parents to provide program input, be the program's "eyes and ears" in the community, and to enhance the GSL ECFE and SR programs.
4	Supervises staff including scheduling work, ensuring work is completed, conducting staff meetings to maintain a positive climate, seeks input, assigns classes, brainstorm, and works on program improvement, conducts observations and evaluations, trains new employees, and handles problems.
5	Prepares and maintains ECFE and SR departmental budget, including recommending staffing levels, participant fees and purchases; monitoring account balances and tracks expenditures; completes requisitions and expense reimbursement forms; and codes invoices.
6	Promotes and publicizes existing and future programs including determining audiences to target, writing weekly press releases, writing correspondence, preparing newsletters, developing brochures, editing publications, and speaking opportunities.
7	Teaches and conducts classes, plans and evaluates classes, special events and trips.
8	Participates in District administration meetings as requested.
9	Seeks out and secures appropriate grant opportunities to supplement existing ECFE and

	SR resources.
10	Cooperates/collaborates with other programs, agencies, and services in the community to meet the needs of families with young children.
11	Represents the program at professional meetings, community functions, community committees, and initiatives.
12	Responsible for keeping his or her portion of the website updated.
13	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Bachelor's degree in education, early childhood development or related field, and three or more years of related experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Possession of Minnesota Early Childhood and/or Parent Educator/Facilitator License is also required.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of supervisory theories and principles. • Knowledge of public relations theories and techniques. • Knowledge of early childhood development and adult learning theories and principles. • Knowledge of budgeting practices and grant writing. • Knowledge of available community resources.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying supervisory theories and problem solving. • Skill in applying public relation theories and techniques. • Skill in teaching methods. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and provide work direction.
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Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
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